



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <u>2-14-84</u>	1. Agency Address GEORGIA STATE FINANCING AND INVESTMENT COMMISSION 2 MARTIN LUTHER KING, JR., DR., S.E. SUITE 472 ATLANTA, GEORGIA 30334	Application Number <u>84-6</u>	Date Received <u>FEB 15 1984</u>
Application Number <u>2X14-3/84</u>		Date Completed <u>APR 6 1984</u>	
2. Person to Contact WALT FAIRCHILD		Working Title ADMINISTRATIVE SERVICES CHIEF	Telephone Number 656-3426
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1953	Latest date	5. Records Series Title (followed by title used in office, if different) COMMISSION MEETING NOTES FOLDERS (BOARD MINUTES SUPPORTING DOCUMENTS)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION IS RESPONSIBLE FOR THE SUPERVISION OF THE EXPENDITURE OF FUNDS FOR THE CONSTRUCTION OF, IMPROVEMENT OR REMODELING OF FACILITIES FOR STATE AGENCIES AND FOR THE SALE OF GENERAL OBLIGATION BONDS TO FINANCE SAID CAPITAL OUTLAY PROJECTS.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: MAINTAINING DOCUMENTS WHICH SUPPORT BOARD DECISIONS. Included are: FOLDERS FOR EACH BOARD MEETING CONTAINING THE OFFICIAL COPIES OF REPORTS, PAPERS AND OTHER EXHIBITS PRESENTED AT BOARD MEETINGS, HANDWRITTEN NOTES TAKEN AT MEETINGS (WHICH WERE USED IN PREPARING THE MINUTES), AND A LIST OF PERSONS ATTENDING THE MEETINGS. File is arranged: BY DATE.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>OFTEN</u> ; Seven to twelve months old <u>SOME</u> ; Thirteen to twenty-four months old <u>SELDOM</u> ; twenty-five months and older <u>SELDOM</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>0</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>PERMANENTLY</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>PERMANENTLY</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

THESE RECORDS ARE AN ESSENTIAL ADJUNCT TO BOARD MINUTES, AND ARE, THEREFORE COVERED BY OCGA 50-14-1(e), WHICH STATES "THE MINUTES OF A MEETING OF ANY AGENCY SHALL BE PROMPTLY RECORDED AND SUCH RECORDS SHALL BE OPEN TO PUBLIC INSPECTION." PERMANENT RETENTION IS IMPLIED BECAUSE BOARD DECISIONS HAVE ENDURING IMPACT.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

NOTE: THE GEORGIA SUNSHINE LAW (OCGA 50-14-1 THROUGH 50-14-4) SAYS ALL MEETINGS ARE OPENED TO THE PUBLIC AND SO ARE THE MINUTES, EXCEPT WHEN CERTAIN MATTERS ENUMERATED IN 50-14-4 ARE DISCUSSED. AMONG THESE MATTERS ARE "... THE APPOINTMENT, EMPLOYMENT, DISCIPLINARY ACTION, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE; OR ... COMPLAINTS OR CHARGES BROUGHT AGAINST A PUBLIC OFFICER OR EMPLOYEE UNLESS HE REQUESTS A PUBLIC MEETING." THEREFORE: IF THIS SERIES CONTAINS SUPPORTING DOCUMENTS CONCERNING THESE MATTERS, THOSE DOCUMENTS MUST BE SEGREGATED TO FACILITATE CLOSING THEM FROM PUBLIC INSPECTION PRIOR TO TRANSMITTAL TO ARCHIVES. FURTHER, THE CLOSED FILES MUST BE IDENTIFIED ON TRANSMITTAL FORMS AS CONFIDENTIAL.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>William F. Roberts</i>	<i>2/14/84</i>	<i>Walter H. Knickel</i>	<i>2-14-84</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>Harold King</i>	<i>4/3/84</i>
		Secretary of State/Designee <i>Edward Weldon</i>	<i>3/20/84</i>
		Attorney General/Designee <i>James H. ...</i>	<i>4-5-84</i>